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Job details

Job 1 of 1

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Position/Program Information Plans, implements, administers, and evaluates multiple aspects of a Countywide health program. Positions allocable to the Department of Mental Health typically report to and receive supervision from a clinical program manager or Health Program Analyst III, and perform assignments in connection with the key functional areas of programs administered for a medium-to-large-sized clinic or a centrally-administered Countywide program of comparable level, scope, and complexity.

Essential Job Functions Develops new programs and/or recommends modifications to existing programs based on needs analysis in accordance with local, State, and/or federal requirements.

Coordinates and facilitates collaborative efforts among public, private, and non-profit groups and organizations to meet the needs of the target population, and provides leadership, technical assistance, advocacy, and coalition building on behalf of targeted groups.

Coordinates and participates in meetings with departmental, public, private and non-profit groups and organizations to discuss and influence policy issues impacting the assigned program.

Develops and implements community actions plans, and ensures progress toward policy passage and implementation.

Evaluates the quality and effectiveness of services and operations provided by program staff and/or administered by contracted agencies; develops standards for evaluation for quality assurance.

Investigates aspects of contracted agency operations such as financial capacity to provide services, contract management and compliance, client records, compliance with the service requirements of the contract, and personnel and program management.

Performs detailed review of budgets submitted by contract agencies to evaluate program designs including number of clients to be served and units of service to be delivered; prepares written recommendations to management regarding impact on services.

Researches and analyzes protocols, best practices, policy issues, pending legislation, regulations, potential funding sources, and technical research, and makes recommendations to management regarding impact on services.

Prepares position papers/recommendations on issues relating to the program area.

Works with departmental staff on contract development including selection criteria and preparation of statements of work delineating the number of clients to be served and the nature of services to be delivered; coordinates the review and approval of contract documents by management.

Prepares and/or analyzes applications for the most complex grants and monitors program related activities and services to ensure quality assurance with grant activities.

Attends and conducts meetings with department officials, members of community- based organizations, and the public interested in resolving issues and influencing the program.

Prepares written reports on program activities and on progress toward achieving the overall goals of the program.

Initiates and/or participates in awareness campaigns that promote the program assigned; designs, lays out, produces, and may disseminate products such as flyers, newsletters, pamphlets, posters, and articles.

Requirements

Selection Requirements:

A *Bachelor's degree from an **accredited college or university in social work, counseling, health care administration/management, public administration, behavioral sciences, social sciences, leadership/organization development or closely related field **-AND-** four (4) years of experience in the ***analysis of mental health programs, two years of which must have been at the level of ****Health Program Analyst I. A *Master's degree from an accredited college or university in one of the above disciplines may be substituted for one year of the required experience.

Physical Class

Physical Class II - Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information

***Transcripts:** In order to receive credit for any college course work, or any type of college degree, such as a bachelor or master's degree, you must include a legible copy of the official diploma, official transcripts or official letter from the accredited institution, which shows the area of specialization, with your application **at the time of filing**.

***Analysis of programs is defined as the study and investigation of issues and problems of program development, implementation, administration, and evaluation and the generation of applicable solutions and recommendations.

****Health Program Analyst I in the County of Los Angeles is defined as participating in planning, implementing, administering, and evaluating

	mental health and public health programs.
Accreditation Information	Accreditation: **Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the <u>Association of International Credential Evaluators, Inc. (AICE)</u> .
Examination Content	This examination will consist of an evaluation of experience based upon application information weighted 100%. Candidates must achieve a passing score of 70% or higher to be placed on the eligible register.
Special Information	Past and present mental health clients and family members who meet the selection requirements are encouraged to apply.
Vacancy Information	The resulting eligible register for this examination will be used to fill vacancies in the Department of Mental Health.
Eligibility Information	The names of candidates receiving a passing grade on this examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation. No person may compete for the examination more than once in a twelve (12) month period.
Available Shift	Any
Application and Filing Information	All applicants are required to submit a Standard County of Los Angeles Employment Application online only. Resumes cannot be accepted in lieu of applications, although resumes may be uploaded as attachments to the applications. This examination will remain open until the need of the services are met, and is subject to closure without prior notice. You MUST complete the filing process ONLINE (via electronic submission) ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED. Instructions for Filing: A standard County of Los Angeles Employment Application for this examination must be completed online and submitted electronically. Applications electronically received after 5:00 pm, PST on the last day of filing will not be accepted. APPLICANTS MUST COMPLETE AND SUBMIT THEIR JOB APPLICATIONS AND UPLOAD REQUIRED OR ADDITIONAL DOCUMENTS (e.g., diploma/official transcripts) AS ATTACHMENT(S) AT THE TIME OF FILING. Note: If you are unable to attach required documents, you may fax them to (213) 637-5892 within five (5) days of filing. Please include exam number and exam title. To apply online, click on the link above or below this bulletin that reads, Apply to Job. The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Your online application must show complete education and experience information. Education must include name and location of school, major or area of study, title of degree attained, dates attended, and year of graduation. Work experience should include employer name

and address, job title, month, day and year, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete and detailed description of your job duties. Resumes and online applications must show actual payroll titles held and not the working and/or functional titles. Applications may be rejected at any stage during the selection process. All information supplied by applicants is subject to verification.

SOCIAL SECURITY NUMBER: All applicants **MUST** enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application on-line using their **OWN** user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[GENERAL EXAMINATION INFORMATION](#)

OR

Visit <http://dhr.lacounty.info> to view the above information. Click on Career Opportunities' Tab, and then click on General Examination Information Tab.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

**Department
Contact Name**

Carla Harris

**Department
Contact Phone**

213-637-4596

**Department
Contact Email**

charris@dmh.lacounty.gov

**ADA Coordinator
Phone**

213-738-2823

Teletype Phone

800-735-2922

California Relay

800-735-2922

Services Phone**Job Field**

Administration

Job Type

All Others

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